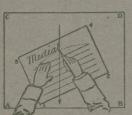


In learning to write, the first thing requiring attention is position at the desk; next, position of the book; and finally position of the hand and pen. The accompanying diagrams will help to make clear each of these points.

Position of the body. The pupil should sit quite erect with the body near enough to touch the desk without resting against it. Both feet should be placed squarely on the floor directly under the middle of the desk. The arms should rest on the desk so that the direction of the left forearm is nearly at right angles to the right forearm.

Position of the book. The book should be placed in the central position directly in front of the body so that the lower edge will make an angle of about 25° with the edge of the desk nearest the pupil. In

the diagram let ABCD represent the top of the desk. 1, 2, 3, 4 represent the book, the lower edge of which (1, 2)



makes an angle of about 25° with AB, the edge of the desk. If the right arm be placed as shown and allowed to move from left to right as if pivoted at the elbow, the pen will describe the arc of a circle as indicated by the dotted line. The chord of this arc will be the line on

which pupil is to write. All the down strokes which the pupil makes will naturally prove to be vertical, as much so as if he were writing vertical hand. They will be at right angles to the edge of the desk and the cross axis of the body; that is, they will be vertical to his position, not to the line on which he writes. They will make an angle of about 65° with the ruled lines of his book, which will prove to be a most natural slant for easy, rapid work.

Position of the hand and pen. The position of the hand is well illustrated by the accompanying cut. The pen should

finger about one inch from the pen-point. The second finger should drop under the holder so that the crossing is at the root of the nails. The hand should form a movable rest on

at the root of the nails. The hand should form a movable rest on the nails of the third and fourth fingers so that it may move easily

throughout a word. In order that this freedom of movement may be secured the arm must be placed far enough up on the desk so that the wrist will not touch.

To the Teacher. It ought to be distinctly understood that a mastery of the first essentials should not be thought time wasted. They are of vital importance as affecting all future lessons. Take a little time to make clear to every pupil the correct position. Be sure that each one has the book in proper position, and the hand and arms in proper relation to the book.

This can best be accomplished while drilling on the "Movement Exercises" found on the last cover page. Tracing these exercises with a dry pen, followed with pen and ink on practice paper, will prove very helpful in acquiring a good position and an easy, graceful style of writing. Pupils should always be required to practice these exercises with care and method. The practice papers should be arranged with as much care and kept as neat as any page in the copy book.

In the books of this series the teacher may prefer to have his pupils write by columns rather than across the page, especially in the earlier numbers.

n	Mary	Newts are little lizards.	12
n	mary	newts are little lizards.	12
	mary	newts are little lizards.	12
	mary	newtsare little ligards.	12
	mary	newts are little lizards.	12
n	mary	may to a a land	12
m			
110	Neal	Minutes make hours.	23
			23
m	neal	Minutes make hours.	
m	neal	Minutes make hours.  Minutes make hours.	23
m m m	neal	Minutes make hours.	23

Velvet is made of silk. V Ulrica 34 Velvet is made of silk. 34 V Ulrica 34 Velvetis made of sich. V Ulrica Velvetis made of silk 311 V ulrica Velvetis made of sills. 311 V ulrica 34 Velvetis made of silk. V Ulrica Use time very wisely. U Victor 45 Use time very wesely. U Victor 115 Use time very wisely. U Victor 45 use time very wisely. 45 U Victor Usetime very wisely. 45 U Victor usetime very wisely. 115 U Victor

Weevils injure plants. 56 W youth W youth Weevils injure plants. 56 Weevils injure plants. 56 W youth you should do right. y Walter 67 y Walter you should do right. 67 you should do right. y Walter 67 you should do right. 67 y Walter y Walter you should do right. 67 you should do right. 67 y Walter

2 Xeres Quinine is very bitter. 78 Xeres Luinine is very fitter. 78 Luinine is very bitter. Xeres Illinent is very fitter. 78 Heres Quinine is very fitter. 78 Keres Luinine is very bitter. 78 Heres X Jenas Jeal becometh the wise. 89 89 X Zinas Hal becometh The wise X Zenas the wise Zeal becometh 89 Zeal becometh the wise. X Zenas 89 Zeal becometh the wise. 2 Zenas 89 2 Zenas the wise. Zeal becometh 89

H Kate Hats are made of felt. H Kate Hats are made of felt. 89 A Kate Hats are made of felt. 89 H Kate Hats are made of felt. 89 Hats are made of felt. H Kate 89 # Kate Hate are made of felt. 89 K Hugh Kind words will win. 90 K Bugh 90 Kind words will win. K Hugh Kind words will wen. 90 K Hugh Kind words will win. 90 Kind words will win. K Hugh 90 Kind words wett win. x Augh 96

P	Ruth	Polar bears are	white.	\$ 6.		
p	Ruth	Polar Blars are	white.	56.		
	33333	Mall all made				
93	33333	Halls will made s	3300			
	3/12	net and anoth a	Wale.			
171	-27/1	date and made				
R Basil Be slow to find fault. 3¢						
		Hund winds will	Andre			
100	Contract Contract	No. L words well	Mank			
	(taren)		Book			
	rein	Minut more mark	Accord			
		Wind and State brill	- None			

I Flora The bee is an insect. 20 Forgive your enemies. 21

L Sara Larks are song birds. 32 I Louis Itill waters run deep. 43. O Clara One fathom is six feet. 54 C Oscar Choose the right way. 65

D Ethel Deer have cleft hoofs. 76 E Denis Excel in good works. 18

U Viola Umber is a rich color. 14 V Urban Vanity is great folly. 41

W 12346 We learn by teaching. 51

X Queen Jax, a tool to cut slate. 16 2 Herres Quarrels require two. 61 K Helen Kids are young goats. 17

H 7890 Habit is very strong. 71

P Bessie Bears sleep all winter. 18 R Paul Revere sacred things. 81

S Lucia Seals have large eyes. 20 L Silas Look before you leap. 29

E Delia Elms are shade trees. 22 D Elmer Discretion is a jewel. 26

A Gaius Always do your best. 27

CHART OF LETTERS

aBCDEJGH IJKLMNOP2RSJU VWX1234567890YZY abcdefghijklmn 1 opgrstuvwxyz

The letters in the above chart are used exclusively throughout this series of copy books. It has been thought best not to burden pupils with a variety of forms of letters from which to choose. The time allotted to the writing lessons is better used in acquiring a single style of letter than in attempting to learn half a dozen different forms. Simplicity of style is a marked characteristic of the above letters. All needless lines are omitted, and flourished forms have been excluded. The moderate slant of the letters and the simplicity of the forms provide for a plain, neat, easily acquired and rapid style of writing.

MOVEMENT EXERCISES

Ounce Dance Enter Canoe 1.11 Ninth quit added ultra MARILL PBRoy going

These movement exercises will be found profitable in developing freedom in the use of the pen and a valuable aid in acquiring speed in writing. Practice with a dry pen and with ink on plain paper, but with great care to preserve good form with easy motion. Do not scribble. Practice with care.